

FRATERNAL SOCIETIES

COMPANY NAME: _____ NAIC Company Code: _____
 Contact: _____ Telephone: _____
 REQUIRED FILINGS IN THE STATE OF: WEST VIRGINIA Filings Made During the Year 2003

(1) Check-list	(2) Line #	(3) REQUIRED FILINGS FOR WEST VIRGINIA	(4) NUMBER OF COPIES*			(5) DUE DATE	(6) FORM SOURCE **	(7) NOTES ***
			Domestic		Foreign			
			State	NAIC	State			
		I. NAIC FINANCIAL STATEMENTS						
	1	Annual Statement (8 ½"x14")	2	1	xxx	3/1	NAIC	L, Q
	1.1	Printed Investment Schedule detail (Pages E01 – E25)	2	1	xxx	3/1	NAIC	L, Q
	2	Quarterly Financial Statement (8 ½" x 14")	2	1	xxx	5/15, 8/15, 11/15	NAIC	L, Q, T
	3	Separate Accounts Annual Statement (8 ½"x 14")	2	1	xxx	3/1	NAIC	L, Q
		II. NAIC SUPPLEMENTS						
	10	Accident & Health Policy Experience Exhibit	2	1	xxx	4/1	NAIC	Q
	11	Interest Sensitive Life Insurance Products Report	2	1	xxx	4/1	NAIC	Q
	12	Investment Risk Interrogatories	2	1	xxx	4/1	NAIC	Q
	13	Long Term Care Experience Reporting Forms	2	1	xxx	4/1	NAIC	Q
	14	Long Term Care Insurance Exhibit	2	1	xxx	3/1	NAIC	Q
	15	Management Discussion & Analysis	2	1	xxx	4/1	Company	Q
	16	Medicare Supplement Insurance Experience Exhibit	2	1	xxx	3/1	NAIC	Q
	17	Risk-Based Capital Report	2	1	N/A	3/1	NAIC	Q
	18	Statement of Actuarial Opinion	2	1	xxx	3/1	NAIC	Q
	19	Statement on non-guaranteed elements – Exhibit 8 Interr. #12	2	1	xxx	3/1	NAIC	Q
	20	Supplemental Compensation Exhibit	2	N/A	N/A	3/1	NAIC	Q
	21	Supplement to Valuation Report	2	1	xxx	6/30	NAIC	Q
	22	SVO Compliance Certification	2	1	xxx	3/1, 5/15, 8/15, 11/15	NAIC	Q, T
	23	Trusted Surplus Statement	2	1	xxx	3/1, 5/15, 8/15, 11/15	NAIC	Q

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

*** Notes and Instructions A – K apply to all filings.

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			Domestic		Foreign			
			State	NAIC	State			
		III. ELECTRONIC FILING REQUIREMENTS						
	30	Annual Statement Electronic Filing	xxx	1	xxx	3/1	NAIC	P
	31	March .PDF Filing	xxx	1	xxx	3/1	NAIC	P
	32	Separate Accounts Electronic Filing	xxx	1	xxx	3/1	NAIC	P
	33	Separate Accounts .PDF Filing	xxx	1	xxx	3/1	NAIC	P
	34	Supplemental Electronic Filing	xxx	1	xxx	4/1	NAIC	P
	35	Supplemental .PDF Filing	xxx	1	xxx	4/1	NAIC	P
	36	June .PDF Filing	xxx	1	xxx	6/1	NAIC	P
		IV. AUDITED FINANCIAL STATEMENTS						
	51	Accountants Letter of Qualifications	1	N/A	1	6/1	Company	
	52	Audited Financial Statements	2	1	xxx	6/1	Company	
	53	Audited Financial Statements Exemption Affidavit	1	N/A	1	6/1	Company	
	54	Independent CPA	1	N/A	1	30 days after engagement	Company	
	55	Notification of Adverse Financial Condition	1	N/A	1	Immediately	Company	
	56	Report of Significant Deficiencies in Internal Controls	1	N/A	1	7/31	Company	
	57	Request for Exemption to File	1	N/A	1	Timely Manner	Company	
		V. STATE REQUIRED FILINGS						
	101	Certificate of Compliance	0	0	1	6/1	State	W
	102	Certificate of Deposit	0	0	1	6/1	State	W
	103	Certificate of Valuation	0	0	1	6/1	State	W
	104	Filings Checklist (with Column 1 completed)	0	1	0	3/1	State	
	105	Premium Taxes	0	N/A	0			U
	106	State Filing Fees	\$25.00	xxx	\$25.00	3/1	Company	C, N, R
	107	Affidavit of Filing	0	0	1	3/1	State	C, O, S
	108	Certificate of Authority Renewal Fee	\$50.00	0	\$50.00	3/1	Company	C, N, S
	109	Certificate of Advertising Compliance	1	0	1	3/1	Company	V

*If XXX appears in this column, this state does not require this filing, if hard copy is filed with the state of domicile and the NAIC and if the data is filed electronically with the NAIC. If N/A appears in this column, the filing is required with the domiciliary state.

**If Form Source is NAIC, the form should be obtained from the appropriate vendor.

*** Notes and Instructions A – K apply to all filings.

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	A	Required Filings Contact Person:	(304) 558-2100 Financial Conditions Division
	B	Mailing Address: P. O. Box 50542 Charleston, WV 25305-0542 Location Address: 1124 Smith Street, Room 400 Charleston, WV 25301	Domestic fraternal societies file hard copies of their annual statements. Address for submission is determined by means of conveyance. United States Postal Service – send to mailing address. Delivery services – send to location address. Foreign and alien licensed fraternal societies need only to file an Affidavit of Filing. Affidavit of Filing is provided with this mailing.
	C	Mailing Address for Filing Fees: P. O. Box 50542 Charleston, WV 25305-0542 Location Address: 1124 Smith Street, Room 400 Charleston, WV 25301	Address for remittance is determined by means of conveyance. United States Postal Service – send to mailing address. Delivery services – send to location address.
	D	Mailing Address for Premium Tax Payments:	Not applicable to fraternal societies.
	E	Delivery Instructions:	All filings must be postmarked no later than the indicated due date. If the due date falls on a weekend or holiday, then the deadline is extended to the next business day.
	F	Late Filings:	The Commissioner may suspend, revoke or refuse to renew the certificate of authority of any insurer failing to file when due or failing to remit fees when due.
	G	Original Signatures:	Required signatures must be original signatures on all filings.
	H	Signature/Notarization/Certification:	All forms must be signed and/or notarized where indicated.
	I	Amended Filings:	Amended items must be filed with a complete explanation of each amendment. If there are signature requirements for the original filing, the same requirements apply to any amendment.
	J	Exceptions from normal filings:	A request for extension must be filed not less than 10 days prior to due date in sufficient detail.
	K	Bar Codes (State or NAIC)	NAIC

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	L	NONE Filings:	<p>See NAIC Annual Statement Instructions Exceptions to these instructions are noted on the form.</p> <p>Entities not subject to tax are not required to submit forms.</p>
	M	Filings new, discontinued or modified materially since last year:	<p>West Virginia waives filing of hard copy of financial statements by foreign and alien licensed insurers.</p> <p>Foreign and alien licensed fraternal societies need only to file an Affidavit of Filing.</p>
	N	Checks	Make checks payable to the West Virginia Insurance Commissioner. Do not remit one check for several companies in a group. Individual checks must be sent for each company. Include a detail schedule or check stub indicating the allocation of the check amount into each applicable fee and/or tax category.
	O	Computer Generated Forms:	Computer generated forms are acceptable if they are exact replicas of the forms prescribed by the Insurance Commissioner.
	P	Diskette Filings	Companies may electronically file with the NAIC on diskette or via the internet.
	Q	Additional Copies	File one original and additional copies as indicated.
	R	State Filing Fees	Licensed Fraternal companies must remit a \$25.00 annual statement filing fee with the Affidavit of Filing.
	S	COA Renewal Fee	<p>Licensed Fraternal companies must remit payment by 3/1.</p> <p>Remit COA Renewal Fee with the Affidavit of Filing.</p>
	T	Quarterly Financial Statements	Foreign and alien licensed insurers are waived from filing hard copy quarterly financial statements unless requested.
	U	Premium taxes	Licensed Fraternal companies are tax exempt and not required to file returns.
	V	Certificate of Advertising Compliance	<p>Pursuant to W. V. C. S. R. 114-10-17.2, a Certificate of Advertising Compliance must be filed by all entities licensed to write accident and sickness insurance.</p> <p>Certificate must be filed even if no business was written.</p> <p>A form is not provided, companies must devise their own statement.</p> <p>Submit with Affidavit of Filing.</p>

		NOTES AND INSTRUCTIONS (A-K APPLY TO ALL FILINGS)	
	W	Certificate of Compliance – Certificate of Deposit – Certificate of Valuation	Foreign and alien licensed fraternal societies must file these Certificates with the Affidavit of Filing.

**General Instructions
For Companies to Use Checklist**

Please Note: This state's instructions for companies to file with the NAIC are included in this Checklist. The NAIC will send mailing labels and other information to all companies but will not be sending their own checklist this year.

Electronic filing is intended to include filing via the Internet or filing via diskette with the NAIC. Companies that file with the NAIC via the Internet are not required to submit diskettes to the NAIC.

Column (1) (Checklist)

Companies may use the checklist to submit to a state, if the state requests it. Companies should copy the checklist and place an "x" in this column when mailing information to the state.

Column (2) (Line #)

Line # refers to a standard filing number used for easy reference. This line number may change from year to year.

Column (3) (Required Filings)

Name of item or form to be filed.

The ***Annual Statement Electronic Filing*** includes the annual statement data and all supplements due March 1, per the *Annual Statement Instructions*. This includes all detail investments schedules and other supplements for which the *Annual Statement Instructions* exempt printed detail.

The ***March .PDF Filing*** is .pdf files for annual statement data, detail for investment schedules, Officers and Directors Information and supplements due March 1.

The ***Separate Accounts Electronic Filing*** includes the separate accounts annual statement and investment schedule detail.

The ***Separate Accounts .PDF Filing*** is the .pdf file for the separate accounts annual statement and investment schedule detail.

The ***Supplemental Electronic Filing*** includes all supplements due April 1, per the *Annual Statement Instructions*.

The ***Supplemental .PDF Filing*** is the .pdf file for all supplements due April 1.

The ***June .PDF Filing*** is the .pdf file for the Audited Financial Statements.

Column (4) (Number of Copies)

Indicates the number of copies that each foreign or domestic company is required to file for each type of form. The Blanks (E) Task Force modified the 1999 *Annual Statement Instructions* to waive paper filings of certain NAIC supplements and certain investment schedule detail, if such investment schedule data is available to the states via the NAIC database. The checklists reflect this action taken by the Blanks (E) Task Force. XXX appears in the “Number of Copies” “Foreign” column for the appropriate schedules and exhibits. **Some states have chosen to waive printed quarterly and annual statements from their foreign insurers and to rely upon the NAIC database for these filings. This waiver could include supplemental annual statement filings. The XXX in this column might signify that the state has waived the paper filing of the annual statement and all supplements.**

Column (5) (Due Date)

Indicates the date on which the company must file the form.

Column (6) (Form Source)

This column contains one of three words: “NAIC,” “State,” or “Company.” If this column contains “NAIC,” the company must obtain the forms from the appropriate vendor. If this column contains “State,” the state will provide the forms with the filing instructions (generally, on its website). If this column contains “Company,” the company, or its representative (e.g., its CPA firm), is expected to provide the form based upon the appropriate state instructions or the NAIC *Annual Statement Instructions*.

Column (7) (Applicable Notes)

This column contains references to the Notes to the Instructions that apply to each item listed on the checklist. The company should carefully read these notes before submitting a filing.